

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans

CLASSIFICATION: Associate Business Management Analyst (\$4,400-\$5,348)
Will consider: Staff Services Analyst (\$2817 - \$4446)
Permanent, Full Time

LOCATION: California Department of Veterans Affairs (CDVA)
Office of Procurement and Contracts – Sacramento Headquarters

WHO SHOULD APPLY:

Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. **If you are not a current state employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the CDVA, please visit our website at www.cdva.ca.gov or to view examinations offered by all State departments, please visit the State Personnel Board at www.spb.ca.gov. **You do not need to reapply if you have already submitted an application for this position. Your application will be considered as a result of this current bulletin.**

INFORMATION FOR STAFF SERVICES ANALYST (SSA) APPLICANTS:

Open SSA List Applicants: You must provide evidence of meeting the educational requirements as stated in the minimum qualifications exam bulletin.

SSA Transfer Applicants: You must provide proof of successfully completing the SSA Transfer exam.

DUTIES AND RESPONSIBILITIES: Under the general direction of the Staff Manager II and the Business Services Officer I Supervisor within the Office of Procurement and Contracts, the Staff Services Analyst independently performs and is responsible for procuring of goods and services for the headquarters, field offices, and GLAVC. This position is also responsible for preparing various reports, special projects, and provides analytical support to office staff. The Staff Services Analyst will also:

- Prepare and process purchase requests, prepare specifications, be knowledgeable of and comply with state purchasing regulations for acquiring products. Interact with department staff to identify products and supplies that meet their needs and obtain these products using best business practices. Evaluate alternatives and make recommendations to management and staff.
- Audit requests for proper authorization to expend funds and verify appropriate line item expenditures and funding codes; ascertain product availability through existing state contracts and/or master service agreements; assure compliance with competitive bidding opportunities to small and disabled veteran businesses.
- Coordinate with Accounting for payment of products received and ensure necessary paperwork is received in Accounting to pay invoices upon receipt of products; arrange partial payment if all items are not received.
- Act as a liaison between the department staff, vendors, and the Department of General Services, Office of Procurement; check vendor compliance with state mandated requirements, investigate any complaints, and secure adjustments. Meet with vendors regarding products and arrange for adjustment on returning wrong, damaged, or substandard items. Arrange expedite deliveries as needed.
- Assist with the preparation of the Department Contracting and Procurement Reports (e.g. Small Business and Disabled Veteran Business Enterprise Participation Reports, Consulting Services Report, Expiring Contract Notification, Procurement reports, etc.) Ad hoc reports and power point presentations as required.
- Coordinate, monitor, and maintain the Department's Recycle Program; monitor the inventory and storage of equipment in the warehouse and coordinate the disposal of outdated equipment and supplies; manage the record retention annual reporting requirements and the annual buy recycle program

requirements.

Assist in the writing of internal procedures and revisions to the department administrative manual.

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HOW TO APPLY: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs-Human Resources Division Inquiries
1227 O Street, Room 404, Sacramento, CA 95814
Attn: Juanita Rios, M80 #159 08-09

Voice: (916) 653-2535
TDD: (916) 653-1966

FINAL FILE DATE: January 30, 2009

NOTE: In line #12 of the State Application, you must reference M80 #159 08-09, clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. Psno: 830-470-5157-808 RELEASED: 1.22.09